

## Permanent Change of Station Information Sheet

This information sheet will serve as a quick reference guide for the multitude of information required from you to begin the process for your relocation. To educate yourself and your family about the relocation process, please review the *Change of Station Guide* online at <http://cfo.jsc.nasa.gov/cto.htm>. **Please read this guide carefully and contact your Human Resources Specialist to discuss questions you have.**

**Note:** Information is provided below regarding Excused Absence for Relocation and making Airline Reservations.

To begin the process, please **complete and return the following forms** to the Employee Services and Operations Office by fax to 256-544-5158, as soon as possible:

NASA Form 1337 (Nov 1996)	Service Agreement-Transferred Employee
NASA Form 1449 (March 2002)	Information Covering Persons Transferred Or Appointed to First Duty Station
Standard Form 1199A	Direct Deposit Sign-Up Form
No Form Number	Binding Decisions Form
No Form Number	*PCS Conus Property Management Binding Decisions Form <i>*(Return only if allowance selected in lieu of home sale at old duty station)</i>
MSFC Form 4393 (Feb 2000)	National Aeronautics and Space Administration Relocation Services Authorization Information
No Form Number	Relocation Income Tax Allowance Package (RITA) <i>*(Within this package go to last page and <u>ONLY RETURN</u> following form):</i> <i>*Return:</i> Employee Agreement for Repayment of the Withholding Tax Allowance (Sign and Date form)
Checklist for Household Goods	Checklist for Arranging Shipment of Household Goods

**The following forms are available electronically and should be submitted to the Centralized Travel Office (CTO) as appropriate:**

Standard Form 1012 (Oct 1977)	Travel Voucher (see "Additional Information," "Reimbursement of Expenses")
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NASA Form 1500  
(Jun 2000)

Claim for Temporary Quarters Subsistence Expense  
Reimbursement

NASA Form 1338  
(Aug 1997)

Employee Application for Reimbursement of Expenses  
Incurred Upon Sale or Purchase (or Both) of Residence  
**Upon Change of Official Station**

### **Additional Information:**

#### ***Excused Absence for Relocation***

MSFC employees are authorized up to 16 hours of excused absence for taking care of necessary matters related to relocation (packing/unpacking, waiting for movers, etc.). This includes employees being relocated to MSFC and MSFC employees being relocated to other duty stations for MSFC. The 16 hours are chargeable to an indirect code. Normally, this excused absence will be used within 180 days of employee's relocation date.

The following information must be entered into WebTADS:

Hour Type	XLV - Excused Leave
Remark	PCS

#### ***Relocation Income Tax Allowance (RITA)***

Information is contained in the attached memorandum, along with required forms. **Please read, sign, and date and return the form title "Employee Agreement for Repayment of the Withholding Tax Allowance".**

### **Transportation:**

#### ***By Automobile***

Driving your privately owned vehicle (POV) is the preferred method for the en-route trip. However, when necessary, NASA will determine through a cost comparison process if it is cost effective and advantageous to the Government to ship your vehicle(s) and provide you and your family member's common carrier transportation in lieu of driving a POV. Your Centralized Travel Office (CTO) will make this cost comparison and authorize the mode most advantageous to the Government. If it has been determined that it is cost beneficial to ship a vehicle from one location to another, that method becomes the preferred method. If you choose to do otherwise, your reimbursement will be limited to the preferred mode. (You will be reimbursed the lower cost to NASA and will be required to take leave for any excessive travel days.) If you are not familiar with constructive travel vouchers, contact the CTO. If traveling by POV, you will be paid \$0.15 per mile plus \$0.02 per mile for each dependent, not to exceed \$0.20 per mile per vehicle.

### ***By Commercial Air (Airline Reservation Procedure)***

**CI Travel** is the mandatory point of contact for airline reservations and obtaining your itinerary if commercial air is authorized on the Authorization-Change of Station, NASA Form 1450. The government credit card should be used to pay for the airline tickets. If you do not have a government credit card, be sure to indicate that the method of payment will be Central Billing Account (CBA). Please contact CI Travel at 256-544-4521, or toll free number 800-287-9027, to make travel arrangements. Be certain to indicate you are traveling to MSFC and state the type of move (PCS, TCS, or SES Last Move Home). You may also make your travel arrangements by sending an e-mail message to [www.citravel.com/nasa](http://www.citravel.com/nasa). It is important that you refer to the NASA Form 1450 to verify authorized allowances and reimbursements. Please contact your Human Resources Specialist at MSFC to discuss any questions you have.

### **Transportation of Household Goods:**

The employee may move up to **18,000 pounds** of household furnishings, equipment, appliances, furniture, clothing, books, and similar personal property. To determine estimated number of pounds, use an average of **1500 pounds per room**. If you have professional books that must be moved, please inform the Human Resources Specialist so that you can get the guidelines for administrative cost approval.

### **Reimbursement of Expenses (Travel Voucher, SF-1012):**

To obtain reimbursement for expenses incurred in connection with the move, the employee must file a Travel Voucher, SF-1012, and submit the voucher and all required backup documentation directly to the NASA Centralized Travel Office (CTO). The form may be obtained electronically or at any supply station.

The employee's cooperation is requested in the submission of timely claims for reimbursement. It is to the employee's advantage to submit a voucher as the expenses are incurred. Be sure to enter a phone number in block 5d on the SF-1012 and keep a copy for your own files. The completed SF-1012 and all required backup documentation must be mailed or faxed to the CTO.

CTO Fax Number:	281-483-3356
CTO Mailing Address:	ATTN Mail Code: LF 241/CTO 2101 NASA Road One Houston, TX 77058

Questions regarding the completion of the voucher should be directed to the CTO at phone numbers listed below. You may send an e-mail message to [CTO1@jsc.nasa.gov](mailto:CTO1@jsc.nasa.gov). You may also contact your Human Resources Specialist at MSFC for assistance.

## **General Information--Marshall Space Flight Center:**

The Marshall Space Flight Center is located on Redstone Arsenal in Southwest Madison County. There is no public transportation (buses, subways, etc.) to the Center; therefore, a vehicle is an absolute necessity. Since MSFC is located on a military base, expect gate entry delays due to possible vehicle inspection and verification of your authorized entry to the Arsenal. If you plan to drive a vehicle to the Arsenal, be prepared to obtain driving permits (decals) for accessibility through the gates. To obtain decals (more than one set is allowable), you will need driver's license, proof of insurance (including expiration date), and vehicle registration; e.g., bill of sale, license (tag) registration. Seat belts are required for drivers and passengers in the state of Alabama.

## **Travel Contacts:**

### **NASA Centralized Travel Office (CTO)**

### **CTO Website:**

**[www4.jsc.nasa.gov/org/la/cfo/FMD/fmd.htm](http://www4.jsc.nasa.gov/org/la/cfo/FMD/fmd.htm)**

<b>Gwen Obert</b>	<b>281-483-5805</b>
<b>Bitsey Mendez</b>	<b>281-483-4717</b>
<b>Bridget Broussard-Guidry</b>	<b>281-483-4718</b>

### **Transportation Office (Johnson Space Center)**

<b>Randy Redford</b>	<b>281-483-6535</b>
<b>Bobby Boyd</b>	<b>281-483-6526</b>

### **CI Travel**

### **Toll Free Number**

### **Fax**

**256-544-4521 or**  
**1-800-287-9027**  
**1-888-466-5188**

### **Cendant-NASA Relocation Services Contractor**

**1-877-332-7356**

### **MSFC Human Resources Specialist**

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**PHONE: 256-544-**\_\_\_\_\_